

Rule 0.6
Clerk's Action Required

Any order or document that is filed in the Clerk's Office requiring action by the Clerk must contain language on the first page of the document in the upper right hand side as follows: "Clerk's Action Required" and be properly marked/identified that action is required.

When the Clerk is to forward a copy of an order to law enforcement, the order must clearly state that the Clerk is to forward a copy of the order to law enforcement and include the name of the law enforcement agency where the order is to be sent.
